

JOB DESCRIPTION



Position: Water Pollution Control Center Pretreatment Technician (PT)

Department: Water Pollution Control Center

Classification: _____

Date: _____

Location: _____

GENERAL PURPOSE

Performs routine and specialized laboratory analyses of wastewater-related samples derived from commercial and industrial sources using technical laboratory equipment and instruments; maintains laboratory records as prescribed by the Ohio EPA and plant superintendent. The PT would be involved with inspections, flow monitoring, sampling including utilizing a computer operated process, and other related tasks. The Pretreatment Technician is required to perform a variety of laboratory analyses that require a background knowledge of algebra, chemistry and biology. Employees may be used in more than one department as work needs occur.

SUPERVISION RECEIVED:

Under the direction of the Plant Superintendent

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Follow established sampling protocol per 40 CFR 136 with commercial and industrial facilities discharging into the city's sewer system. Collect samples as needed for compliance monitoring and any applicable surcharges. The Pretreatment Technician will conduct pretreatment audits and collect data. The Pretreatment Technician will be required to perform laboratory analyses on wastewater samples when the need occurs. The Pretreatment Technician will perform other duties as required by the Plant Superintendent consistent with plant operations and associated tasks.

TEMPORARY ASSIGNMENT

All employees may be required by the Plant Superintendent to perform all phases of plant operation regardless of classification in case of emergency, vacancies due to illnesses or vacation, or for needed plant efficiency and may be required to work any shift during those times. The pretreatment Technician shall be required to cross train in other plant job classifications.

PERIPHERAL DUTIES

None

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from high school or GED equivalent, with successful completion of some chemistry or biology courses, supplemented by additional training in computers; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities

(B) Must possess a valid OEPA Class II wastewater works certification

Necessary Knowledge, Skills and Abilities:

(A) Have a working knowledge of regulatory pretreatment requirements.

(B) Ability to read and understand NPDES permit in areas related to this job description.

(C) Some knowledge of modern principles and practices of chemistry and bacteriology; skills in performing laboratory and analyses and analyzing results; must know proper sampling technique, preservation and use of chains of custody; dependability; must have good communication skills and have basic computer skills; utilize both desktop and laptop computers in the course of duties.

SPECIAL REQUIREMENTS

Must possess Ohio drivers license with adequate endorsement or procurement of endorsement within 24 months of hiring at WPCC to transfer bio-solids to offsite farm sites and farm application by semi-trailer and tanker (employee will be reimbursed upon passage of school, employer to cover cost of testing).

Some experience as a laboratory technician with basic computer skills.

Current employees not having such a CDL will be "grandfathered".

The Pretreatment Coordinator will be required to "Flex" their hours as needed to investigate Industrial discharges to prevent plant upsets as deemed necessary by the WPCC Superintendent.

TOOLS AND EQUIPMENT USED

Desktop and laptop computers. Semi-trailer and tanker. Laboratory equipment and instruments.

PHYSICAL DEMANDS

Good physical condition; must be able to work outdoors in all kinds of weather.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Signature: _____
Supervisor/Dept. Head

Signature: _____
Employee:

Effective Date: _____

Revision History: _____

Ad for Pretreatment Technician

City of Tiffin is looking for a Pretreatment Technician – hours would be Tuesday thru Saturday 7AM – 3PM

- ✓ Collects and performs routine and specialized laboratory analysis of wastewater-related samples for compliance monitoring and any applicable and industrial surcharges
- ✓ Pretreatment technician will conduct pretreatment audits/inspections for all industry in City of Tiffin
- ✓ Knowledge of modern principles and practices of chemistry and bacteriology
- ✓ Must possess a valid OEPA Class II wastewater works certification
- ✓ Have a working knowledge of pretreatment requirements and ability to read and understand NPDES permit

See City of Tiffin website: Tiffinohio.gov for job description

Please send your cover letter/resume with salary requirements to Director of Human Resources at 51 E. Market Street, Tiffin, OH 44883. **No phone calls or e-mails, please.** You can also fax this information to 419-448-5410. This must be submitted by March 1, 2016.

EOE